

Arbor Heights Elementary School PTA

Board Meeting Notes

October 4th, 2011 7pm

Arbor Heights Elementary School Library

Present: Barb Glascock, Roslyn Shea, Lonjina Verdugo, Lisa Olson, Jihyun Andersen, Ann Bury, Cori Roed, Marianne Weber, Christy Collins, Meri Patton, David Wilkie, Amy Christensen, Dana Varon

I. General Procedures (Cori)

- A. Treasurer's Paper Trail: Need to follow proper procedures whenever money is transferred. Cori disseminated handout outlining procedures for money collection, project reimbursement, and grant writing which was read and reviewed by all (see attached).
- B. Standing Rules: Last draft reviewed (see attached); no strong feelings so will follow suggestions already made. Plan to bring to next General Meeting.
- C. School Events: PTA may not make any decisions that affect the school day. Question arose based on email from Amanda suggesting Multicultural Dinner as a school event, where each grade researches a country and presents information and art. Clarified as a group that these types of decisions would need to go through Christy. (Will continue to pursue this idea, however, as a community builder rather than a fundraiser).

II. Communication of Ideas Between PTA and Parents (All)

Christy is interested in forming a small, ad hoc committee of herself, staff, PTA members, and parents to funnel and process ideas that come in. Christy will run this past the BLT.

Also discussed how to respond when suggestions or ideas are posted from parents. Would like to create an algorithm. Discussed having an idea form posted on Wiki, as well as feedback forms for past events. Will leave hardcopies of these forms in the office and on PTA bulletin board. Cori will mock up drafts of these forms. The individual who spearheaded an activity will send out a yahoo email with a link to the feedback form.

III. Upcoming Votes – School Board and Levy (Cori)

Will request PTA publicly endorses the levy for families and education at the next General Meeting. Cori will send out endorsement via Yahoo. Flyer reviewed (see attached).

Also discussed endorsement of Steve Sundquist for re-election. This was controversial between Board members so we elected not to pursue this.

IV. Concentration of Funds (Cori)

Cori suggested an overhaul of project funding. Note that the following are projects the PTA *always* funds:

1. Class/Teacher stipends
2. Kindergarten aids
3. Instrumental music
4. 5th grade camp
5. Buses

Discussed the following steps to take in identifying most important projects to focus on next year:

1. Ask AHE staff to prioritize what they can't live without. Christy will pose this question at the staff meeting tomorrow and expect to collate answers by the following meeting 2 weeks later.
2. Will communicate staff needs, as well as where we are currently spending money at the next General Meeting. Lonjina will prepare schematic of auction funds. Rough draft reviewed.
3. Budget passed last year can be amended for this year.

V. Grant Update (Merri)

City of Seattle Preparedness Grant – up to \$20,000 matching fund, must pay up front. Volunteer hours at \$20/hr. count if related to this project. Deadline 10/17/11.

- Christy met with staff to talk about preparedness. Need to inventory what we have and install a system to make sure each student has a 3 day kit (approx. \$7.50/kit). Also need a new container which we are currently renting. The district would have to buy this (approx. \$7500). District will provide free training for staff in CPR, basic first aid, and search and rescue. We have a defibrillator in the library.

Google Technology Grant – internal grant submitted by AH parent who is an employee – would provide 120 desktop computers and 40 laptops for staff. Will find out by the end of the month whether we got it.

VI. Study Island (Cori)

Cori presented draft of information sheet on Study Island to be disseminated to parents which was reviewed and discussed (see attached). Christy will send out another revision to staff prior to sending to parents and posting on website. Some issues discussed include:

1. Program is intended to be done at home, not in the classroom. >80% of homes have internet access. Program recently available to help those who qualify for free and reduced lunch get laptops.
2. Would like teachers to weigh in on Study Island. This may be causing some friction with teachers.
3. Franklin has access to all student Study Island scores. Some parents may have an issue with this.

VII. Vacant Positions (Cori)

Co-VP: Kathi Cronin has stepped down. No replacement for now.

Co-Treasurer: Fran will be out with her new baby – really just wants to enter data into the form. Need to ask Cat if she needs more support. Concerns discussed that finance committee (3 treasurers, Catherine, Cori) not functioning optimally.

Co-Secretary: Sydel McKim will be sharing secretary duties with Marianne.

VIII. Communications (Lisa)

Communications document is nearly finalized, will be sent to all kids – to be filled out per family.

IX. Membership (Amy)

PTA membership currently at 196. Goal is 2-3% increase which would be 250. We received a Bronze Award for ½ of our membership returning this year. Discussed inviting special needs/self-contained parents to a Board Meeting to assess needs.